

NI RQIA LICENCE CHECKLIST FOR TRAINED/NON-TRAINED STAFF

Version 12/25

***** FOR FURTHER GUIDANCE REFER TO CENTRAL COMPLIANCE TEAM *****

NAME:	QUALIFICATION:
DATE:	TEAM:

RESOURCE FORM/APPLICATION/PTW/PROOF OF NI/ACCESS NI/PHOTO/ID BADGE/ POA - Resource Form from Clinical Team- must be received within the last 4 weeks - Application Form – must be RQIA specific – PAYE details on app form only - Induction Checklist - Right to Work- stamped & TRUST ID Check included *BRP need additional RTW Check in company name* - Proof of National Insurance (no payslips) - Access NI – Full name must be listed- Screenshot only (No original copy) with Ben email sign off - Photograph of candidate - ID Badge- Full name & pin needed - POA 1 and POA 2- Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter – within 3 months prior to ANI date
TRAINING - Mandatory Training Certificate – Including practical modules BLS/MH/FS – If external email verification required *Ben Brown sign off if not obtained* - DOLS Training – 3-year expiry or until the certificate expires - ECG Training (For temps deployed in HOLYWELL HOSPITAL, Northern Health and Social Care Trust only) - Cannulation & Phlebotomy Training (all nursing staff Red and plan B, Self Cert sent at DocuSign) - Medication Management Training Module (RGN/ RMN Only) – 3-year expiry or until certificate expires - Seclusion Training- *Requirement for Muckamore Hospital for HCA/RMN workers only* - Skills and Drills Certificate *Midwives Only* - MAPA/PMVA/Blue Card *Mental Health HCA and RMN Workers Only - Dysphagia Awareness Assessment –3-year expiry or until certificate expires - Hypernatremia (HB Module - Not required for HCAS) – 3-year expiry or until certificate expires - Blood Transfusion Training/ Hemovigilance – via ELFH (Not required for HCAS) - Essential Transfusion Practice (equivalent to our previously known “safe transfusion practice” module) - Transfusion reactions - Blood components (equivalent to our previously known “Blood Components and Indications for Use” module) - Cell salvage - Consent for transfusion - Use of Anti-D Immunoglobulin in Pregnancy - Good manufacturing practice - An introduction to laboratory practice - Falls 3-year expiry or until certificate expires - Tissue Viability 3-year expiry or until certificate expires - Medical Gases – 3-year expiry or until the certificate expires
QUALIFICATIONS - NMC/HCPC Pin Check – Dated within 14 days - Statement of Entry - Degree/Diploma Certificate or Degree Declaration form if needed *Not applicable for HCA/SW workers* - Proof of Indemnity Insurance – a letter issued within the last year or a letter/card and bank statement showing payment within the last month *Ben Brown sign off if not obtained*
FITNESS TO WORK – HEALTHIER BUSINESS Fitness to Work Certificate- Non EPP or EPP (Cardiac ITU/Scrub/Midwives/A&E)

REFERENCES/INTERVIEW/GDPR CONSENT/ CV
- Professional References from a Senior position (Verified) – Minimum of two required to cover 3 years of employment*If only one back without the second reference, then Ben Brown sign off will be required* If the temp has worked at an agency during the 3 years we will need further references from the agency and the placement they worked at - Interview 3 page (HireVue not accepted must be 13-page interview) - CV - GDPR Consent Form – Wet signature required